

Chapter 10

SENDING PLANS TO UTILITIES

GENERAL

The designer must send the utilities copies of the plans so that they may evaluate any potential conflicts with their existing facilities, and if necessary, design a utility relocation plan.

There are at least two points in time when plans must be sent to utilities. You must send a preliminary plan that is complete enough for the utility to determine all conflicts with their facilities, and you must send a final plan that includes copies of the special provisions for the project. **The final plan must indicate any changes from the preliminary plan.**

On some projects it may be appropriate to send more plan sets. A utility should be notified of changes to the plan that affect their facilities as soon as practical. On Trans. 220 projects, WisDOT is responsible for paying any engineering costs and construction costs related to rework caused by changes in the highway plans. Sending changes to utilities in a timely manner may prevent any such rework. Every effort should be made to have the preliminary plans complete enough that additional transmittals regarding changes are unnecessary.

Plans sent to utilities should be stamped “**Approved for Design of Utility Adjustments.**” Utilities will generally not work on plans stamped “Preliminary” because they are concerned that changes will be made to the plans that may affect any work that they do. Stamping the plans “Approved for Design of Utility Adjustments” lets the utility know that the designer feels the plans are substantially complete, and that the utility will be notified of any changes that might affect utility facilities.

The readability of the plans sent to utility companies is important. The utility must be able to see their facilities clearly if they are to identify conflicts and design a relocation plan. Make sure that the copies of the plans sent are of good quality and readable. Some utility companies have the capability of accepting electronic plan files sent via disk, tape or e-mail. This is encouraged and saves time and money for both the designer and the utility. See [Figure 10-9](#) for additional discussion. On complex plans or plans in urban areas, it is recommended that you send full-size plans printed in color to the utilities. This makes it easier to identify utility conflicts with the proposed plan. The addition of color for different utility type facilities reduces the possibility of conflicts being overlooked because of a cluttered plan sheet.

PRELIMINARY PLANS

Good utility coordination requires good communication between the utilities and the designer. Preliminary plans must be sent to the utilities when enough work has been done on them to allow the utilities to determine any and all conflicts with their facilities. This would be after the plat is complete, pavement profiles are set, cross sections are “finalized” and have utility facilities plotted on them, the ditch profiles are established, storm sewers and other drainage structures are designed, driveways have been located and designed, and retaining walls or any other incidental structures that may affect the placement of utility facilities are designed.

If there is traffic control staging on a project, temporary roads or temporary pavement widening may affect the location of utility facilities during construction even if there is no conflict with the final highway design elements. These traffic control plans should be sent to utility companies if they could possibly have an impact on existing or proposed utility facilities.

All submittals to utility companies should include a cover letter explaining the project, along with any project information that may be of interest to utility companies. Project schedule dates for PS&E submittal and

Letting, environmentally sensitive areas, commitments made to property owners, and locations of geotechnical problem areas would all be pertinent to the utilities. A sample cover letter for a non-Trans. 220 project is shown in [Figure 10-4](#). For Trans. 220 projects, there are several examples. See the discussion below.

Cross sections sent with the preliminary plan submittal should show the horizontal location of utilities on the cross sections with a tick mark and label as stated in Facility Development Manual Procedure 18-10-30. This can be done with relative ease for projects done on the engineering software commonly in use. If extensive work is required to provide the utility information on the cross sections, this may be omitted. Showing the utilities helps both WisDOT and utility personnel determine conflict areas and will reduce the potential for unforeseen conflicts during construction.

On Trans. 220 projects, a [Form DT1078](#), "Project Plan Transmittal," must accompany the plans and cover letter. [Figure 10-2](#) is a sample of Form DT1078. In order to help the utility comply with the Trans. 220 requirements for a work plan, it is strongly suggested that the "Utility Worksheet," [Form DT2236](#), be sent as part of the Form DT1078 transmittal. See [Figure 10-3](#) for a "Utility Worksheet." [Figures 10-1](#), [10-7](#), and [10-8](#) are samples of cover letters for a Trans. 220 project. Use Figure 10-1 if there is no utility parcel, use Figure 10-7 if there is a utility land interest but no utility facility relocation required, and use Figure 10-8 if there is a compensable utility relocation involved.

[Figure 10-6](#) is a plan quality survey that was developed in response to utility industry requests for a method of providing feedback to highway designers. The survey allows utility company staff a chance to comment on the quality of the information sent to them for their use in designing the utility relocations. The use of this survey is optional. It can be very beneficial for designers that do not have a lot of experience in highway design.

WHAT TO SEND

The information you send to the utilities will vary with the type of project you have. The discussion above mentions some reasons for sending various pieces of information. The final decision on what to send should be based on what the utility needs to know in order to determine conflicts and to design a relocation plan that is compatible with the highway improvement plans. Here are some suggestions on what to send:

Required for almost every project:

Plan and Profiles	Cover letter explaining the project
Cross Sections	Construction scheduling
Typical Sections	Information about environmentally sensitive areas
Right-of-way plat (if there is one)	List of utility company contact people

Things that might be applicable:

- Storm sewer plans
- Structure plans (preliminary for bridges – at least show the footprint of structure; retaining walls and noise barriers – location, footings and height will be important; drainage structures – retaining ponds, weirs, gabion energy dissipaters, etc.)
- Temporary channel/stream diversion details
- Fencing plans
- Signal plans
- Lighting plans
- Signing plans, especially if there are any big green signs
- Traffic control staging plans, especially if there are temporary roads

Construction detail drawings and/or Standard Detail Drawings for:

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Storm sewer pipes	Culvert end walls
Culvert pipes	Curb and gutter
Inlets	Bases for signals or light poles
Manholes	Pull boxes
Pipe bedding	Large signs
Loop detectors	Concrete masonry end walls
EBS	Marsh excavation
Light poles & luminaries	Rock cut details
Benching for large cuts	

Any commitments to property owners that might affect utility plans. (*"Statement to Construction Engineer of Commitments Made and Other Matters of Interest Developed During Acquisition"* Form DT1528.)

FINAL PLANS

When plans have been finalized, **a copy of the final plans and the Utility section of the Special Provisions** must be sent to all utilities that have facilities in the project area. These utilities should all be listed in the plan itself. **On Trans. 220 projects, the changes to the plan** that have occurred since the DT1078 "Project Plan Transmittal" form was sent **must be identified. Trans. 220 requires this.** It is recommended that you highlight the changes, or if that isn't practical, describe them verbally, such as "the profile and ditches changed from Station 78+00 to Station 92+00."

It is WisDOT policy to identify for utility companies the changes to the plan on all highway projects, not just those covered by Trans. 220.

See [Chapter 12](#) "Changes to the Plan" for additional guidance on sending plan revisions to utility companies.

Copies of the *"Statement to Construction Engineer of Commitments Made and Other Matters of Interest Developed During Acquisition"* form for all parcels in the utility company's service area should also be sent at this time, unless they were sent earlier, if any commitment might impact utility facilities. These forms will let the utility company know of any commitments WisDOT has made so that they can also honor those commitments. It is very embarrassing for WisDOT to tell a property owner that their trees do not need to be cut down for the highway project, and then the utility company comes along and cuts down the trees. We want to prevent this type of incident from occurring.

FORMAT OF PLANS

Some utilities have switched to automated design and have the capability of using our electronic design files for a base for their design. These utilities would prefer to receive electronic design files on tape or disk or via e-mail. Contact the utility or your utility coordinator to determine the preference of the utility companies.

Color plans, where each utility facility type is shown in a different color, show the utility facilities better and make it easier for the person reviewing the plan to identify potential utility conflicts. The engineering design software commonly in use shows the various types of utility facilities in the nationally recognized colors that are also used for field locating of utility facilities. A note of caution: the yellow color used for gas facilities may not be very visible when printed. The designer may have to change the color to a darker shade of yellow in order to be easily visible when printed.

The size of the paper plan to send may vary with the complexity of the project. Some utilities prefer the 11" x 17" size plan. However, they also prefer to receive legible, uncluttered plans as soon as possible. It is recommended that you send full-size color plans to all utility companies. Consult with the Region Utility Coordinator if you have questions on what size of plans to send for your project.

If significant changes have been made to the plan during the final design process, the utility should receive a large final plan when the design is complete.

WHO IS RESPONSIBLE FOR SENDING THE FINAL PLANS

The **Designer** is responsible for sending a copy of the Final Plans to the utilities. If the project is a consultant designed plan, the Region Project Manager must check to see that the Final Plans have been sent to all affected utilities. On in-house designed projects, the Utility Unit may send the plans. The Designer should check with the Utility Coordinator to determine who will send the plans.

A sample cover letter for sending final plans is shown in [Figure 10-5](#). **The file copy of the cover letter must have originated in or be routed past the Utility Unit.**

Wisconsin Department of Transportation

December 23, 1998

TRANS 220 PROJECT PROJECT PLAN TRANSMITTAL

Justin Woods
Alliant Energy
P.O. Box 192
Lone Rock, WI 53556

RE: Potosi - Cassville Road
(Potosi - CTH "N")
STH 133

Design Project ID 5205-03-00
Construction Project ID 5205-03-71
Grant County

This letter is being sent to satisfy the legal requirements of Wisconsin Statute 84.063 and Administrative Rule Trans. 220:

- 1) **Within 7 days of receipt of this letter, you'll need to sign and return the "Notice Acknowledgment" portion of the Project Plan Transmittal, Form DT1078. A business reply envelope is enclosed.**
- 2) **Within **** days you'll need to submit a Work Plan to describe what relocations will be required by this project. A Utility Worksheet, Form DT2236, is enclosed to help you develop a complete Work Plan.**

Within the limits of this project, your company has facilities, some of which are in conflict with this proposed project. A list of conflicts is attached. (Even though we're providing this list, the final responsibility for conflict identification lies with you.)

Remember that in fill sections and in transitions between cuts and fills, it is common for cuts of from 6" to 18" to occur when removing the existing pavement or topsoil, before the fill is added. Further, pay particular attention to ditch cuts; culvert, end wall, and cattle pass replacements and extensions; and driveway construction. All of these seemingly minor operations can affect your facilities in major ways. (OPTIONAL PARAGRAPH, INCLUDE ONLY THOSE ITEMS THAT APPLY)

Enclosed are the following:

1. Project Plan Transmittal, Form (DT1078) and Project Plan that includes a Right-of-Way Plat, Plan and Profile Sheets, cross sections, and intersection details.
2. Utility Worksheet, Form DT2236, as mentioned above.
3. County map showing the general location of this project.
This project is located in Sections 19, 29, 28, 27, 34, 35 and 36 of Waterloo Township in Town 3 North, Range 4 West, Grant County.
4. Project Synopsis, which includes a list of environmentally sensitive areas.
5. List of Possible Conflicts.
6. List of utility contact people for this project. This list may help you coordinate your relocation work with the other utilities.
7. List of real estate commitments made to property owners that may affect your design. There may be additional commitments made later, which will be forwarded to you.

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DEADLINES: As stated on Form DT1078, we will need the enclosed "Utility Worksheet," Form DT2236, and sketches by **May 15, 1999**. This project's design complete date is July 1999, with a construction bid letting scheduled for March 2000.

We appreciate your cooperation and assistance in our project development efforts.

Sincerely,

Deb Brucaya
SW Region Utility Coordinator

CONTACTS LIST:

Deb Brucaya	608-246-3853	Technical Services Section - Utility Unit
Ben Heninger	608-246-3172	Project Development Section - Project Sup
Sean Mulloy	608-246-5861	Project Development Section - Project Manager
Riley Heninger	608-246-7918	Technical Services Section - Survey Coordinator
Kevin Watts	608-246-7390	Technical Services Section - Real Estate Specialist

Enclosures

**This letter may be used on Trans. 220 Projects for utility companies that do not have a land interest.
(There is no utility parcel for this company on the right-of-way plat.)**

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PROJECT PLAN TRANSMITTAL

DT1078 11/2005 (Trans. 220 WI Admin. Code)

Wisconsin Department of Transportation

Pursuant to s.84.063 Wisconsin Statutes, the Wisconsin Department of Transportation is furnishing the number of sets specified below of the available plan showing all existing utility facilities known to the department where they will conflict with the improvement identified below.

To Henry Grandys Superior Fuel & Light 124 Clough Street Superior, WI 54880	From – Name, Address, City, State, ZIP Code Jeff Mulloy Northwest Region - Superior 1701 North 4th St. Superior, WI 54880
Improvement Project ID 1234-01-70	County Bayfield
Highway Route Number or Name STH 13	
Improvement Limits Washburn - Bayfield	
Number of Plan Set(s) 1	Anticipated Year of Improvement Construction 2002
Project Classification Reconstruction	Work Plan Due Date August 6, 2000

For the purposes of Trans. 220.05(4), this improvement is classified as indicated above. Your work plan is required at the above address on or before the due date indicated.

Transportation Region Name Northwest Region - Superior	
Consultant Name	(Region or Consultant Representative Signature) (Date) (If Computer-filled, Brush Script Font)
	Project Development Engineer (Title)

PROJECT PLAN ACKNOWLEDGEMENT

Return this form within 7 days of receipt to address shown above.

Receipt of the above transmittal is acknowledged.

Utility Name	
Utility Representative Name – Please Print	(Utility Representative Signature) (Date)
	(Title)

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UTILITY WORKSHEET

DT2236 10/2006 s.84.063 Wis. Stats.

Wisconsin Department of Transportation

Utility Company Name	PLEASE RETURN THIS WORKSHEET BY
Project Description – Include Project ID, Title, Subtitle, Highway, County	RETURN TO

1. Describe your proposed relocation plan for the above project, as requested in the enclosed letter, using highway stationing whenever possible. Attach extra sheets if needed.

2. Conflicting utility facilities will need to be relocated prior to construction. If this is not feasible, provide an explanation and an indication of what work will require coordination with the highway contractor during construction.

3.

Anticipated Start Date

4.

Estimated construction time required (In working days)

5. List the approvals required and the expected time schedule to obtain those approvals.

6. Include a list of the real estate parcels that the Wisconsin Department of Transportation (DOT) must have acquired to enable your company to complete the necessary facility installations and relocations prior to construction.

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7. Review the enclosed plans for the above project. Are your facilities correct as shown? If not, list the errors. In some cases, it may be easier to return a marked up copy of the plan. **It is very important that your facilities are shown correctly because all construction field personnel will use this information. Uncorrected location errors could create construction delays or damage to utility facilities.**

8. Is this work dependent on work by other utilities? If so, which other utilities, and what time schedule has been coordinated with them?

9. Please provide the name, address, and telephone number of the field contact person for this project, so that we may place this information on the highway plan.

Name

Address

City, State, ZIP Code

Area Code - Telephone Number

Area Code - Telephone Number (Mobile)

10. List any other relevant information that may impact the ultimate goal of preventing construction delay due to uncertain scheduling of utility facility relocations.

11. Yes No
 ☐ ☐ Do you have any facilities that are no longer in use but have been left in place in the project area? If "Yes", approximately where are the facilities located and what type and size of facility is involved?

- ☐ ☐ Does the line have any remaining product?
☐ ☐ Does the line have any asbestos wrap or any other hazardous materials associated with it?
☐ ☐ Does any part of the line conflict directly with the proposed highway project? If so, what arrangements have been made to remove those portions? This should be mentioned as part of your work plan in question number 1 on this form.

- ☐ ☐ Is there any reason the highway contractor cannot remove portions of the line left in place?

If you answered "Yes" to any of the questions above, please provide us with additional information. Attach additional pages if necessary.

(Area Code - Telephone #, Ext. - Preparer)

(Name of Person Who Prepared this Worksheet)
 (If completed electronically, Brush Script Font)

(Date)

NOTE: DOT will be sending to you a Trans 220 Work Plan Approval letter and a Start Work Notice after we complete the review of your Work Plan.

Wisconsin Department of Transportation

August 6, 1999

MARK VIDAS
BRUNETTE ELECTRIC COOPERATIVE
5308 MARSH ROAD
MCFARLAND, WI 53558

Dear Mr. Vidas,

NOTICE OF POTENTIAL CONFLICT

RE: Project ID 3421-00-71
Delavan - Darien Road
(Delavan - Allens Grove)
STH 15 Walworth County

The Wisconsin Department of Transportation will be reconstructing the above project. Work will include widening of shoulders, changing the grade line from CTH X to CTH D, curb and gutter storm sewer work in Delavan and in Allens Grove, replacing the box culvert at Turtle Creek, and re-decking the bridge over Swan Creek.

Brunette Electric Cooperative (BEC) has facilities that are in conflict with this project that is scheduled for construction in 2001. Please review the enclosed materials to determine where your facilities are in conflict with the proposed highway project and to develop a relocation plan.

Enclosed for your use are the following:

1. A county map showing the general location of the project. This project is located in Sections 23, 24, 26, 27, 31 and 32 of Darien Township, Town 2 N, Range 15 East in Walworth County.
2. Right-of-Way Plat 3421-00-21. Please review this plat carefully. If BEC's facilities are not shown correctly, please let us know so that we can correct our records. **It is very important that your facilities are shown correctly on this plat.** This information is used on our construction plan and detail sheets which are used by all construction field personnel. **Uncorrected location errors could have serious consequences.**
3. Plan and profile sheets and cross-sections for the mainline and crossroads for the portions of the project where you have facilities.
4. Storm sewer design detail sheets for the portions of the project in Delavan and Allens Grove.
5. A "Utility Worksheet," Form DT2236, to assist you in providing the information we need regarding your relocation plans.
6. A list of utility contact people for this project. This list may be used to coordinate your relocation activities with the other utilities.
7. List of real estate commitments made to property owners that may affect your design. There may be additional commitments made later, which will be forwarded to you.

There are two environmentally sensitive areas on the project:

The property near Station 125+00 on the right is a former gas station. Contaminated soils have been detected in that area. Additional information regarding this site can be obtained by calling Gayle Monroe at (xxx) xxx-xxxx.

The house at 516 Barnes Street (Station 137+00 left) is on the National Register of Historic Places. Any aboveground facilities in that area should be designed with that in mind. If you have any questions regarding this site or the suitability of your design, please contact Joan Bruggink at (xxx) xxx- xxxx.

We have identified potential conflicts with BEC facilities from Station 120+50 to Station 250+00, and on CTH X and CTH D near the STH 15 intersections. However, it is important that you independently evaluate all possible conflicts.

DEADLINES: The design complete date for this project is April 1, 2000, with a construction letting date of October 15, 2000. The work is scheduled to take place during the 2001 construction season. It would be best if you could do your relocation work in the summer and fall of 2000. **We will need a reply from you by January 30, 2000** so that we can include the information regarding your relocation work into our highway plans. **Your reply should consist of sketches of your proposed work along with the completed “Utility Worksheet” Form DT2236.**

If you have any questions regarding this letter, utility coordination, or utility permits, please contact me at (xxx) xxx-xxxx.

Additional contact people for this project:

Design questions: Dave Solberg, xxx-xxx-xxxx

Real Estate acquisition questions: Craig Rusch, xxx-xxx-xxxx

Survey questions: Jim Kropp, xxx-xxx-xxxx

We appreciate your cooperation and assistance in our project development efforts.

Sincerely,

Ron Smith
SE Region Utility Coordinator

Wisconsin Department of Transportation

March 5, 2004

CRAIG RUSCH
VERIZON COMMUNICATIONS
209 PARK STREET
SHEBOYGAN FALLS, WI 53085

Dear Mr. Rusch,

RE: Project ID 3421-00-71
Watertown - Hustisford Road
(Watertown - Karisa Drive)
STH 109 Dodge County

Enclosed are the final plans and the "Utility" portion of the Special Provisions for the above project. We have highlighted a few minor changes to the plan that have occurred since we sent the plans dated 3/15/2003.

The significant changes are:

- Curb and Gutter was extended from Station 102+50 RT to 103+15 RT.
- The storm sewer at the STH 109-Kohler Rd intersection has been reconfigured.
- The driveway at Station 135+67 LT was moved to Station 137+50 LT.
- The profile of American Club Drive was changed, which extended the project limits 150 feet and changed the cross sections on American Club Drive.
- Curb and Gutter was added to Kathi Lane.

Your Trans. 220 Work Plan was approved on 1/31/2004.

The Special Provision for this project regarding Verizon was written based on your Trans. 220 Work Plan. If there have been any changes to your plan please contact us immediately so that we may try to update the Special Provisions.

All Real Estate parcels have been acquired for this project. Construction is expected to begin in mid-June, 2004.

If you have any questions regarding these plans, you may contact me at (xxx)-xxx-xxxx, or the Project Designer, Harvey Rieder, at (xxx)-xxx-xxxx.

Sincerely,

Barbara Polce
Region Utility Coordinator

PLAN QUALITY SURVEY

FOR USE BY UTILITY COMPANY PERSONNEL

The purpose of this survey is to solicit input from utility company personnel that use highway improvement plans to determine conflicts with utility facilities and to design utility relocation plans. Your observations will help determine the adequacy of the information provided for your use, and will identify areas that need improvement. You are encouraged to fill this out and return it at your convenience.

Completed surveys should be sent to: **Ernest Peterson, P.O. Box 7916 Room 651, Madison WI 53707-7916**

This column to be filled out by utility	This column to be filled out by WisDOT
Utility Name:	WisDOT Project ID #
Contact Person:	Region Consultant Plan (Y or N)
Phone Number:	Consultant Firm:

The subject areas listed below are suggestions only. You should not feel that your comments are limited to those areas. You may reply selectively. The entire survey does not need to be completed. Additional sheets or subject areas can be added as well.

Item	Comments
LEGIBILITY (Size of drawings, quality of printing, clutter, etc.)	
ACCURACY OF UTILITY INFORMATION (Are your facilities shown correctly?)	
REIMBURSABLE FACILITIES (Could you tell which facilities were compensable?)	
PROPOSED WORK (Were you able to determine what the proposed work entailed?)	
ENVIRONMENTAL INFO (Are sensitive sites adequately shown on the plan? Contaminated, historical, endangered species, etc.)	
COMPLETENESS OF INFO (Was all of the information you need to determine conflicts and design your relocation included in the plan submittal?)	

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SPECIFIC PLAN SHEETS	COMMENTS ON PLAN SHEETS
RIGHT-OF-WAY PLAT	
TYPICAL SECTIONS	
PLAN & PROFILE	
CROSS SECTIONS	
CONSTRUCTION DETAILS	
OTHER	

ADDITIONAL COMMENTS:

THANK YOU FOR TAKING THE TIME TO COMMENT!!

Wisconsin Department of Transportation

TRANS 220 PROJECT PROJECT PLAN TRANSMITTAL

December 23, 1998

JUSTIN T WOODS
ALLIANT ENERGY
P.O. BOX 192
LONE ROCK WI 53556

RE: Potosi - Cassville Road
(Potosi - CTH "N")
STH 133

Design Project ID 5205-03-00
Construction Project ID 5205-03-71
Grant County

This letter is being sent to satisfy the legal requirements of Wisconsin Statute 84.063 and Administrative Rule Trans. 220:

- 1) **Within 7 days of receipt of this letter, you'll need to sign and return the "Notice Acknowledgment" portion of the Project Plan Transmittal form, DT1078. A business reply envelope is enclosed.**
- 2) **Within **** days you'll need to submit a Work Plan to describe what relocations will be required by this project. A Utility Worksheet, Form DT2236, is enclosed to help you develop a complete Work Plan.**

Facilities and/or easements owned by your company have been identified in areas of proposed new right-of-way being acquired for this project. It will be necessary to acquire easement rights from your company. I expect **no conflicts** between our proposed construction operations and your facilities within the project limits, so I have not included a utility agreement form in this mailing. However, we will need a release of rights document from your company.

I am not sending a release of rights document at this time because the Transportation Project Plat for this project has **not** been recorded at the County Register of Deeds office. The appropriate release of rights document will be sent to you after the plat has been recorded.

If you **agree** with this "no conflict" determination after you've reviewed the enclosed plans, then you can fulfill your Trans. 220 Work Plan responsibilities by doing the following:

1. **State under Item 1**, on the enclosed Utility worksheet *"A relocation plan is not needed. We have reviewed the proposed plan and agree with the WisDOT that no conflicts are expected between the highway work and our facilities."* (Or a variation of this).
2. **State under Item 6** that your facilities are shown accurately.
3. **List a contact person in Item 8.**
4. **Fill out the date, name and phone number of the person** who prepared the worksheet.
5. **Return the worksheet.**

If you **disagree** with this "no conflict" determination, please call me to explain and I will send you the appropriate utility agreement documents.

Remember that in fill sections and in transitions between cuts and fills, it is common for cuts of from 6" to 18" to occur when removing the existing pavement or topsoil, before the fill is added.

Further, pay particular attention to ditch cuts; culvert, end wall, and cattle pass replacements and extensions; and driveway construction. All of these seemingly minor operations can affect your facilities in major ways. (OPTIONAL PARAGRAPH, INCLUDE ONLY THOSE ITEMS THAT APPLY)

Enclosed are the following:

1. Project Plan Transmittal form (DT1078) and Project Plan that includes a Right-of-Way Plat, Plan and Profile Sheets, cross sections, and intersection details. A self-addressed return envelope is included to assist you in meeting the 7-day "Notice of Acknowledgment" deadline.
2. Utility Worksheet, as mentioned above.
3. Conveyance of Rights Form DT1660. **(Do not send at this time if a Transportation Project Plat (recordable plat) is involved.)**
4. County map showing the general location of this project. This project is located in Sections 19, 29, 28, 27, 34, 35 and 36 of Waterloo Township in Town 3 North, Range 4 West, Grant County.
5. Project Synopsis, which describes the work to be done and includes a list of environmentally sensitive areas.
6. List of utility contact people for this project. This list may help you coordinate your relocation work with the other utilities.
7. List of real estate commitments made to property owners that may affect your design. There may be additional commitments made later, which will be forwarded to you.

DEADLINES: As stated on Form DT1078, we will need **the enclosed Utility Worksheet** by **May 15, 1999**. This project's design complete date is July 1999, with a construction bid letting scheduled for March 2000. I will send you the release of rights document as soon as it is available.

We appreciate your cooperation and assistance in our project development efforts.

Sincerely,

Deb Brucaya
SW Region Utility Coordinator

CONTACTS LIST:

Deb Brucaya	608-246-3853	Technical Services Section - Utility Unit
Ben Heninger	608-246-3172	Project Development Section - Project Supervisor
Sean Mulloy	608-246-5861	Project Development Section - Project Manager
Riley Heninger	608-246-7918	Technical Services Section - Survey Coordinator
Kevin Watts	608-246-7390	Technical Services Section - Real Estate Specialist

Enclosures

Wisconsin Department of Transportation

TRANS 220 PROJECT PROJECT PLAN TRANSMITTAL

December 23, 1998

Justin T Woods
Alliant Energy
P.O. Box 192
Lone Rock WI 53556

RE: Potosi - Cassville Road
(Potosi - CTH "N")
STH 133

Design Project ID 5205-03-00
Construction Project ID 5205-03-71
Grant County

This letter is being sent to satisfy the legal requirements of Wisconsin Statute 84.063 and Administrative Rule Trans. 220:

1. **Within 7 days of receipt of this letter, you'll need to sign and return the "Notice Acknowledgment" portion of the Project Plan Transmittal, Form DT1078. A business reply envelope is enclosed.**
2. **Within **** days you'll need to submit a Work Plan to describe what relocations will be required by this project. A Utility Worksheet, Form DT2236, is enclosed to help you develop a complete Work Plan.**

Facilities and/or easements owned by your company have been identified in areas of proposed new right-of-way being acquired for this project. It will be necessary to acquire easement rights from your company, as well as provide for reimbursement of the eligible relocation work. A list of reimbursable interests and conflicts is attached. (Even though we're providing this list, the final responsibility for conflict identification lies with you.)

I am not sending a release of rights document at this time because the Transportation Project Plat for this project has **not** been recorded at the County Register of Deeds office. The appropriate release of rights document will be sent to you for execution after the utility agreement has been approved.

Remember that in fill sections and in transitions between cuts and fills, it is common for cuts of from 6" to 18" to occur when removing the existing pavement or topsoil, before the fill is added. Further, pay particular attention to ditch cuts; culvert, end wall, and cattle pass replacements and extensions; and driveway construction. All of these seemingly minor operations can affect your facilities in major ways. (OPTIONAL PARAGRAPH, INCLUDE ONLY THOSE ITEMS THAT APPLY)

Enclosed are the following:

1. Project Plan Transmittal form (DT1078) and Project Plan that includes a Right-of-Way Plat, Plan and Profile Sheets, cross sections, and intersection details. A self-addressed return envelope is included to assist you in meeting the 7-day "Notice of Acknowledgment" deadline.
2. Utility Worksheet, Form DT2236, as mentioned above.
3. Conveyance of Rights Form DT1660 OR Quit Claim Deed Form DT1661. **(Do not send at this time if a Transportation Project Plat (recordable plat) is involved.)**
4. Audit Agreement Form DT1541 and Lump Sum Agreement Form DT1542. You may use whichever

agreement is appropriate if the amount of the agreement is less than \$50,000. The Audit Agreement must be used if the amount of the agreement is larger than \$50,000. If you decide to use the Audit Agreement, pay particular attention to Provision #3 of the agreement that pertains to subcontracting.

5. County map showing the general location of this project. This project is located in Sections 19, 29, 28, 27, 34, 35 and 36 of Waterloo Township in Town 3 North, Range 4 West, Grant County.
6. Project Synopsis, which describes the work to be done and includes a list of environmentally sensitive areas.
7. List of possible utility conflicts, with compensable areas identified. If you disagree with what has been identified as compensable, please call me to discuss.
8. List of utility contact people for this project. This list may help you coordinate your relocation work with the other utilities.
9. List of real estate commitments made to property owners that may affect your design. There may be additional commitments made later, which will be forwarded to you.

In connection with the Agreement, I authorize you to prepare plans, estimates, and sketches documenting the anticipated relocation work. The plan should show both the present affected facility and the relocated or replacement facility with ties to highway stationing so that the location can be readily identified. Base your estimate on standard accounting practices and applicable portions of the Code of Federal Regulations 23, Part 645, Subpart A-Utility Relocations, Adjustments and Reimbursement. Include appropriate credits for used life, salvage, and betterment, or a statement declaring there are none.

Construction authorization for this work is NOT hereby extended. Any construction performed before a written or verbal start work notice is received from me will not be reimbursed.

DEADLINES: As stated on Form DT1078, we will need **the enclosed Utility Worksheet**, the signed **Conveyance of Rights (or Quit Claim Deed) form**, the signed **Agreement** and your **estimate and sketches** by **May 15, 1999**. This project's design complete date is July 1999, with a construction bid letting scheduled for March 2000.

SUBCONTRACTING: You may intend to hire a consultant to prepare your work plan and engineer your relocation design, or you may propose to hire a contractor to perform the necessary relocations. As long as the consultant and the contractor you use are regularly employed in your operations under a continuing contractual arrangement, there is no need to contact me. If not, however, please call me to discuss the additional information I'll need from you.

We appreciate your cooperation and assistance in our project development efforts.

Sincerely,

SW Region Utility Coordinator

CONTACTS LIST

Deb Brucaya	608-246-3853	Technical Service Section - Utility Unit
Ben Heninger	608-246-3172	Project Development Section - Project Supervisor
Sean Mulloy	608-246-5861	Project Development Section - Project Manager
Riley Heninger	608-246-7918	Technical Service Section - Survey Coordinator
Kevin Watts	608-246-7390	Technical Service Section - Real Estate Agent

CORRESPONDENCE MEMORANDUM----- STATE OF WISCONSIN

August 17, 1998

TO: Technical Service Managers
Project Development Managers
District Utility Coordinators

FROM: Robert Bovy
Chief of Design Services and Quality Management

SUBJECT: Readability of Plans Sent to Utility Companies

We have had numerous complaints from utility companies stating that the plans they are being sent are of poor quality and it is difficult for them to determine if their existing facilities are in conflict with our proposed construction.

In review of this issue it seems one of the main reasons for this is the reduction in plan size. If the utility locations are hard to see on the large size plan they are virtually impossible to see when the plans are reduced. Urban plans are often very cluttered with information and it is difficult to determine which lines are which, or to decipher one symbol from another.

Another reason for these complaints is that sometimes the reproduction quality is not very good. Existing facilities which are screened do not show up well when the printed copy is lighter than it should be, due to low toner or an improper setting on the printer.

One solution to this problem may be to enhance the level that the utilities are shown on for the plans that are being prepared for utility use. While adding extra work for our Project Development staff it would seem this is the solution that would involve the least total effort and cost.

Another alternative to consider would be to provide all utilities with the old standard (large size) plan. This solution poses special problems in that some Districts, as well as some consulting firms, are no longer equipped to produce the large size plans in quantity. Having to provide a large plan to utilities could be very costly.

A solution mentioned by some of the utilities is to provide them with a copy of our electronic plan file. This has been done occasionally in the past with good results. However, as with providing printed plans, the provider must remember to send all revisions to the utility so that they are made aware of changes that may affect their relocation plans. Failure to perform this function could result in the State being responsible for any cost incurred by the utility for relocation caused by a plan change (second move).

As you can see the solution is not easy due to the diverse way we, as well as our suppliers (consultants), do business. We therefore ask that you review the plans you are sending to utilities. Put yourself in their shoes. If you were in charge of relocating the utility lines could you determine which lines were in conflict? If the answer is no, some form of action is required.

Thank you for your cooperation in this matter of mutual interest.